

Chippewa Valley CWD Advisory Team Charter

Purpose and Objectives: The Chippewa Valley CWD Advisory Team (CVCAT) is an ad-hoc advisory team made up of representatives of County Deer Advisory Councils for Eau Claire, Buffalo, Chippewa, Dunn, Pepin and Trempealeau Counties. This team is being formed in response to the CWD positive wild deer that was discovered in Eau Claire County in March of 2018. The purpose of the team is to serve as an advisory body to the Department regarding local CWD surveillance and management.

The CVCAT will seek to meet the following objectives:

- Gather and consider public opinion regarding CWD and options for surveillance and management.
- Review and consider the best available peer reviewed information on CWD.
- Provide the Department with recommendations regarding local surveillance areas, surveillance methods and management options.

Membership: The team will be made up of seven members with two representatives from Eau Claire County and one representative from the remaining five counties. Representatives will be selected by their respective CDAC membership. In addition to the seven standing members, each county will also have one alternate member. The committee will be chaired by one of the two selected members from Eau Claire County and the vice-chair will be elected by the team.

Member Expectations: Members are expected to attend all scheduled meetings. If a members is unable to attend, they should let the chair know they will not attend and ensure that the alternate member attends. Members comments will be brief, not dominate the discussion, and allow other members to speak. Members can politely disagree with ideas, but will not be disrespectful to others opinions. Disrespectful behavior or comments towards any other team member, facilitator, attendees or citizens will lead to removal of people displaying such behavior from the meeting and possibly from the team.

Roles of the CVCAT Chair:

The CVCAT chair is responsible for facilitating the activities of the CVCAT. This includes but is not limited to:

1. Maintaining impartiality toward the views of all members and the public. Remaining neutral except in order to make or break a tie in a decision-making situation.
2. Working with the department's Wildlife Liaison to help schedule meetings and determine meeting locations in the timeframe requested by the department.
3. Communicating meeting details to all team members.
4. Keeping the council on-task and managing public comments to focus on the meeting objective and CVCAT responsibilities.
5. Enforcing the rules of debate and restricting debate to the merits of the pending question.
6. Initiating team votes on recommendations.
7. Ensure meetings are run in accordance with *Robert's Rules of Order* and the guidelines provided here.
8. Ensuring the meetings provide a safe and respectful environment for discussion.
9. Providing all team members and citizens with an opportunity to voice their opinion. Individual public comments should adhere to a 3 minute time limit.
10. Recognizing who may have the floor.

In this leadership role, the chair only votes in a situation to cast the final vote that would make or break a tie. If the chair's vote makes a tie, then the motion is removed and a new motion must be proposed and voted on. If the total votes of council members results in a tie, then the vote of the chair can be used to break that tie.

Roles of the CVCAT Alternate Chair

The CDAC alternate chair is responsible for presiding over the meeting in the absence of the chair and taking notes to create a complete set of minutes for each meeting.

1. The alternate chair has all of the rights of a member of the council. The alternate chair may participate in discussion and make or second a motion
2. Serve as “parliamentarian” by assisting chair with proper meeting conduct in accordance to *Robert’s Rules of Order*.
3. In the event that the alternate chair is fulfilling the role of chair, the alternate chair would then vote only to make a break a tie.
3. Meeting minutes and recommendations must be completed and shared with the CVCAT and Wildlife Liaison.
4. Chairs and alternate chairs should work closely to ensure minutes from each meeting are complete, accurate, and provided to the department.

Roles of Department Liaisons:

Local Wildlife Management staff will serve as the primary liaisons to the CVCAT and will work with the team to help schedule meetings, determine meeting locations and provide professional input on deer management issues. Wildlife liaisons will present a variety of metrics including car kill deer information, forest browse data, deer hunter survey results, deer harvest data, season summaries, population estimates and additional metric information as requested by the CVCAT. Wildlife liaisons will share their professional opinion at CVCAT meetings. Wildlife liaisons should collect and keep any comment cards from public meetings for 30 days in accordance with the Wildlife Management Records Disposition Authorization (RDA). Law Enforcement staff will serve as contacts for the CVCAT on an as-needed basis.

Meetings

At least one meeting will be held annually with additional meetings scheduled as requested by the CVCAT or the Department. All meetings are subject to Wisconsin’s Open Meeting Law. The Department is responsible for publicly noticing all meetings on the DNR public hearing calendar as far in advance as possible, but no less than 24 hours prior to any single meeting. Meeting agendas will be provided by the Department in consultation with the CVAT Chair at least 48 hours prior to any meeting.

A quorum must be present, either in person or by telephone/Skype, at a CVCAT meeting for any voting action to be taken. If a quorum is not present, then the meeting may continue as informational only. A quorum is a majority of the voting committee members

All CVCAT meetings will provide an opportunity for citizen participation. Citizen comments and testimony may be limited by the chair to three minutes per individual. CVCAT members may ask clarifying questions of citizens presenting testimony, but members should not get into debates with the public.

Citizens should not interject at-will during the meeting with their thoughts or questions, but should limit their comments to the designated public comment period as provided at each meeting. These are working meetings of the CVCAT and after listening to public input, council members need time to discuss the issues amongst themselves and determine their course of action/decision.

Governance: This team will operate under the parameters set forth in the CDAC governance document.

July 2018